



Wedding Guidelines

Cider Hill Family Orchard

Please Read, Sign and Return

Name _____
Address _____ City _____ State _____ ZIP _____
Phone _____ Email: _____ @ _____

—
Date of the Event: ____/____/____

Hours of the Event: ____:____ - ____:____

Number of Guests Attending: _____

Wedding Package Selected: _____

Estimated Total Cost: \$ _____

Nights Reserved for the Guest House: ____/____/____ - ____/____/____

Thank you so much for choosing Cider Hill Family Orchard for your wedding. We know you will have a wonderful time enjoying all we have to offer at our wonderful orchard venue!

Here are some things to know to make sure you have the best event imaginable:

Conveniences:

- Cider Hill accommodates seating for 120 people. This includes tables and chairs.
- Use of the barn includes access to public grounds and the fire pit.
- Access is available before the event to plan, decorate and take pictures. Just call to make an appointment.
- Refer to your special event package for official times of arrival and usage of grounds.
- You are welcome to use items from the orchard in your decorating! (We have pumpkins, corn stalks, mums, gourds... etc.) We ask that you return them to their original location when finished. Please do not remove any items from the Guest House.



Guidelines for Weddings at the Orchard...

Guest House:

- The Cider Hill Guest House is available by reservation before the time of your wedding.
- After check-in, we leave you responsible for who has access to the Cider Hill Guest House. The House is licensed to have 10 individuals staying overnight. If additional guests stay in the house, there will be a charge of \$15.00 per guest/night.
- Because the Guest House contains many antiques and valuables, we ask that you treat them with care.
- Although we love pets at the Orchard, there are no animals allowed in the Guest House.
- We ask that any events end at 11:30pm and all guests not staying at the Guest House will need to leave the grounds by midnight. (Parking lot lights will be set to turn off automatically 60 minutes after the scheduled end to your event or midnight whichever comes sooner.)

Conveniences available for an additional cost:

- Hayrides and Children Train rides are available for your event! Schedule in advance.
- Rent the fire pit and backyard! Cost: **\$185-\$225** (depending on # of guests) for up to 4 hours. Firewood available for \$30 or bring your own. *An adult over the age of 21 must be present at the event the entire time.
- Cider Hill Family Orchard has staff members that could assist with your event should you need additional assistance. Cost: \$15.00/Hour/Attendant.
- If you would like your event to include guests taking home apples or pumpkins! Schedule in advance.
- Cider Hill has delicious catering services available. Ask us for more details!
- Cider Hill Family Orchard has a specialty rental business of items often needed to host events. Just Ask!
-

Your Responsibility:

- Groups over 125 people need to have two parking attendants. We will provide them at a cost of \$40.
- For 175 guests or more, the City requires an off-duty police officer to be on site during the time that alcohol is served. Cider Hill will coordinate the hiring and payment of the police officer for your event. (Added to your total cost.)
- Bring your own linens for tables.
- Noise Level: Disc jockeys and small bands are welcome, but please keep the music inside the barn.
- Although we would love to welcome every mode of guest, we are not equipped to host recreational vehicles, campers/cars, or tents for overnight stay.
- You are welcome to bring in an outside caterer for your event.

Available Upon Request:

- Fire Wood for fire pit: \$30.
- Parking Attendants: \$40. The attendants will be on site 45 minutes prior to the event starting and until 20 minutes after the event starts.



Guidelines for Weddings at the Orchard...

- Having a hard time locating an item needed for your event? Cider Hill Family Orchard has a specialty rental business of items often needed for hosting. Just Ask!
- We love animals at the Orchard, but if you bring your dogs please remember to keep them on leashes and clean up after them. (Same with horses!)
- Want to grill? Please ask first. We have grills available to rent. (We ask that you do not grill otherwise.)

Decorations:

- Please use wire to attach your decorations. Help keep the premises unblemished by not using nails, screws, or staples.
- Fire hazard: Candle use or open fires are not permitted in the barn.
- We all know glitter is awesome but it makes a pretty good mess, so we kindly request you not use it in the barn. Some of our guests would like to use powder or cornstarch on the dance floor, please let us know first if you would like to do this.
- You are welcome to begin decorating, setting up or scheduling deliveries while we are open to the public. (We are open until 5pm Wednesday - Sunday during Orchard Season. During the Fall season, all events must start after 6pm.)
- On the day of the event, access to the barn will need to be scheduled with Cider Hill.

Alcohol:

- Alcohol in the form of beer and wine are welcome.
- If you will be charging for your alcohol (cash bar) you will need to get a temporary alcohol permit.
- Please assume responsibility for those individuals consuming alcohol at your event.
- Cider Hill Orchard reserves the right to ask any guest who over indulges to leave the property.
- As their host, you will be responsible for making sure any disruptive or intoxicated guests gets home safely.
- We do not allow the following: hard liquor, underage drinking.
- Cider Hill Orchard is serious when it comes to unlawful service sale and/or consumption of alcoholic beverages. Violation may result in immediate action.

Security Deposit:

- A **\$300.00 Security deposit** will be assessed for reservations involving alcohol, weddings and the use of the Cider Hill Guest House.
- **Security Deposit** must be paid in full at the time the reservation is made.
- Your deposit will be gladly returned if there is no damaged property during your event, and if the guidelines are followed including clean-up. The renter will be responsible for all damages (in excess of the \$300.00 security deposit). Cider Hill reserves the right to make the final determination on returning security deposit.
- Please make sure that clean-up of your event is finished by the day after the event before 10:00 am. Please leave the building clean and in good condition, including bathrooms and barn floor. Place bagged trash in outside trash containers. Return all



Guidelines for Weddings at the Orchard...

tables and chairs folded to the sides of the barn. We appreciate your cooperation to keep our property looking great!

- Cider Hill cannot be held responsible for liability, damages, costs, stolen or lost items, injuries, or attorney fees, arising from any act or negligence by the guests during the designated rental time.

Cancellations:

- Please make any cancellation 2 weeks from the time reservation is made. Any cancellation beyond that time period will forfeit the Security Deposit.

Reserving the Barn/Orchard for your event

- A signed contract (this document), deposit and/or the security deposit are required to reserve the barn for your event. Once we receive your paperwork and deposit your date is set in stone!
- **Event Deposit:** This is 1/3 of your total rental fee serves as a (non-refundable) and is required to secure the date. **(*Separate from Security Deposit)**
- Total Balance Due: two weeks prior to the event.
- Final Guest Count is due 10 days prior to the event. (Your final payment can be adjusted if your guest count goes up or down.)
- If you need to move to a different date, your deposit will transfer to the new date as long as it is within a six month period and can be accommodated by Cider Hill.

We are here to help you create your own special event.

Please let us know if you have any special requests.....we will do our best to accommodate your needs.

Please sign the Barn Guideline and return with your deposit to Cider Hill Family Orchard at 13026 Clover Drive, Kansas City, Kansas 66109.

Signature OF RENTER _____ Date ____/____/____

Signature OF Cider Rep. _____ Date ____/____/____

Date Cider Hill Received Down Payment and
Security Deposit (if applicable) ____/____/____



CIDER HILL
FAMILY ORCHARD

U-Pick Orchard & Event Barn